			U		ce	O1	ΓС	IDI	ic Ir	15 L	ıu	Ctl	OH					
Name:				First					Employee ID#:									
Last									MI									
Pay Period Er	nding:								Hours n	ot identif	ied to a							
Date				WEEK #1					Total of	WEEK #2								
'		Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #1**	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #2**	
Regular Hours	Worked																	
Holiday																		
Vacation																		
Sick Leave																		
*Comp. Time 1	Taken																	
Jury Duty/Milita (circle one)	ary Duty																	
Leave Without	t Pay																	
*Hour for Hour Time Earned	r Comp.																	
*FLSA Comp. Earned (record hours worked)	d actual																	
*Overtime																		
*Overtime or com is taken may not b	p time accr	ued the	same we	eek as le	ave or co	mp time	•	*	*Note: These co	olumns sh	ould tota	l Week #	1 and W	eek #2 fo	or each s	eparate	budget section	
Reason for co			e/overtir	me worl	ked:													
	Date	<u> </u>	<u> </u>	<u>\</u>	VEEK #	1 	I	<u> </u>	Total of	П	Ι	V	/EEK #	2 	I	Ι	Total of	
	Date	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #1**	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #2**	
Regular Hours	Worked																	
*Hour for Hour Time Earned	r Comp.																	
*FLSA Comp. Time Earned (record actual hours worked)																		
*Overtime																		
*Overtime or com			same we	eek as le	ave or co	mp time	l	*	Note: These co	lumns sh	uld total	Week #	1 and We	eek #2 fo	r each se	parate l	oudget section	
is taken may not be Reason for co			e/overtir	me worl	ked:													
	·	,			Ru	dget #_												
			V	VEEK#	_				WEEK #2									
	Date								Total of								Total of Week #2**	
Danislan Hassa	10/a ml - a al	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #1**	Sat	Sun	Mon	Tues	Wed	Thur	Fri	vveek #2	
Regular Hours Worked										<u> </u>								
*Hour for Hour Comp. Time Earned																		
	d actual																	
*FLSA Comp. Earned (record	d actual																	
*FLSA Comp. Earned (record hours worked) *SOvertime *Overtime or comis taken may not be	p time accr	d.				omp time		*	Note: These co	olumns sho	ould total	Week #	1 and We	eek #2 fo	r each se	eparate b	oudget section	
*FLSA Comp. Earned (record hours worked) *SOvertime *Overtime or com	p time accr	d.				omp time		*	Note: These co	olumns sho	ould total	Week #	1 and We	eek #2 fo	r each se	eparate b	oudget section	

Budget #																				
WEEK #1											WEEK #2									
Date	Sat	Sun	Mon	Tues	Wed	Thur	Fri		otal of eek #1**	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Total of Week #2**			
Regular Hours Worked	Jun	- Cuiii	mon	1400	Wed	ina	 '''	T		Jun	Jun	IIIOII	1400	Wed	Tital					
*Hour for Hour Comp. Time Earned								T												
*FLSA Comp. Time Earned (record actual hours worked)																				
*Overtime																				
*Overtime or comp time accr is taken may not be approve		same we	ek as lea	ave or co	mp time		•	**Note	e: These o	columns s	hould tota	al Week	#1 and V	Veek #2	or each s	separate	budget section			
Reason for compensat		e/overtin	ne work	.ed:																
· ·	•																			
Budget #										WEEK #2										
Date	Cot	Com			347 1		ļ		otal of eek #1**	C=4	Cum					<u> </u>	Total of Week #2**			
Dogular Hours Worked	Sat	Sun	Mon	Tues	Wed	Thur	Fri	We	ek#I	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Week #2			
Regular Hours Worked							<u> </u>	┢			₩									
*Hour for Hour Comp. Time Earned								L												
*FLSA Comp. Time Earned (record actual hours worked)																				
*Overtime																				
*Overtime or comp time acci		same we	ek as lea	ave or co	omp time			**Note	e: These o	columns s	hould tota	al Week	#1 and V	Veek #2	or each s	separate	budget section			
is taken may not be approve	u.			Bud	dget #															
[D.			٧	/EEK#	1			_		11		V	VEEK #	2	1					
Date	Sat	Sun	Mon	Tues	Wed	Wed Thur Fri			otal of ek #1**	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Total of Week #2**			
Regular Hours Worked								T												
*Hour for Hour Comp. Time Earned																				
*FLSA Comp. Time Earned (record actual hours worked)																				
*Overtime																				
*Overtime or comp time accr is taken may not be approve		same we	ek as lea	ave or co	mp time	•		**Note	e: These o	olumns s	hould tota	al Week	#1 and V	Veek #2	or each s	separate	budget section			
ADVANCE LEAVE/OVERTIME/COMP TIME REQUEST																				
Date		Sat	Sui	n Mo	n Tue	es W	ed Ti	hur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Total			
Advance Vacation Request																				
Advance Comp. Time Leave																				
Advanced Request to Accrue Comp.Time/ Overtime																				
Employee's Signature:											Date:									
Supervisor's Signature: Date:																				
Employee's Signature:_									d budget				Date:							
Employee's Signature: Date: I approve this claim. To the best of my knowledge this is the employee's hours worked and leave taken.																				
	I ар	prove th	is claim	. To the	best of	my kno	owledge	e this	is the er	nployee'	s hours	worked	and lea	ave take	en.					